

# **NORMAN PUBLIC SCHOOLS**

## **INTERNET AND COMPUTER USE BY EMPLOYEES**

Employees are to utilize District computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use", is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, rules and regulations.

Any violation of this policy and/or other established regulations governing computer use may result in disciplinary action, up to and including termination. Illegal uses of computers may also result in referral to law enforcement authorities.

All District computers and servers remain under the control, custody and supervision of the Norman Public School District. Norman Public School District reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

The Superintendent or designee may develop additional administrative regulations governing the day-to-day management and operations of the Norman Public School District's computer system as long as they are consistent with Board Policy. The Superintendent or designee may delegate specific responsibilities to building principals and others, as he/she deems appropriate.

## I. PURPOSE

The intent of this regulation is to provide employees with general requirements for utilizing Norman Public School District computers, networks and Internet services. The regulation may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from their site administrator/supervisor.

Failure to comply with the Board policy and/or other established regulation governing computer use may result in disciplinary action, up to and including termination. Illegal uses of computers may also result in referral to law enforcement authorities.

## II. PERSONNEL AFFECTED

A. All employees and other users

## III. ACCEPTABLE USE

Employee access to Norman Public School District computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of Norman Public School District computers, networks and Internet services.

The level of access that employees have to school unit computers, networks and Internet services is based upon specific employee job requirements and needs.

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Employees may communicate information concerning pending legislation that could impact the District.

#### IV. PROHIBITED USE

The employee is responsible for his/her actions and activities involving school unit computers, networks, and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses, which are expressly prohibited, include but are not limited to the following:

- A. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violating of copyright laws, etc.
- B. Any use involving materials that are obscene, pornographic, or sexually explicit.
- C. Any inappropriate communications with students or minors.
- D. Any use for private financial gain, or commercial, advertising or solicitation purposes.

- E. Any use as a forum for communicating by e-mail or any other medium with other users or outside parties to campaign, solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-educational-related organization, whether for-profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or their appropriate administrator.
- F. Any communication that represents personal views as those of Norman Public School District or that could be misinterpreted as such.
- G. Downloading or loading software or applications without permission from the system administrator or the building site contact person.
- H. Opening or forwarding any e-mail attachments from unknown sources and/or that may contain viruses.
- I. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator or building principal.
- J. Any malicious use of disruption of computer, networks and Internet services or breach of security features.
- K. Any misuse or damage to computer equipment.
- L. Misuse of the computer passwords or accounts (employee or other user).
- M. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct.
- N. Any attempt to access unauthorized sites.
- O. Failing to report a known breach of computer security to the system administrator.

- P. Using school computers, networks, and Internet services after such access had been denied or revoked.
- Q. Any attempt to delete, erase or otherwise conceal any information stored on a computer that violates these rules.
- R. Using the District web pages to provide personal information or provide links to any non-school related personal pages on site servers, district servers, other servers, or online services.
- S. Any violation of Norman Public Schools' Web Site Use and Development policy.
- T. Campaigning and/or lobbying.

#### V. NO EXPECTATION OF PRIVACY

Norman Public School District retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District.  
Norman Public School

District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy regarding their use of school computer, including e-mail messages, web pages and stored files.

#### VI. CONFIDENTIALITY OF INFORMATION

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Student data on District websites will be protected in accordance with Federal Regulations and State Statutes regarding student confidentiality.

## VII. STAFF RESPONSIBILITY TO STUDENTS

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have the responsibility to monitor and supervise such use. Teachers, staff members and volunteers are expected to be familiar with Norman Public School District policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

## VIII. COMPENSATION FOR LOSSES, COSTS AND/OR DAMAGES

The employees shall be responsible for any losses, costs or damages incurred by Norman Public School District related to violations of Policy and/or these rules.

## IX. SCHOOL UNIT ASSUMES NO RESPONSIBILITY FOR UNAUTHORIZED CHARGES, COSTS OR ILLEGAL USE

Norman Public School District assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.